

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Associate Director, Accounting Services
Division of Administrative Services
CEA Level 2

FINAL FILING DATE: Until Filled

SALARY RANGE: \$7,815 - \$8,616*

PENDING APPROPRIATE CONTROL AGENCY APPROVALS

APPLICANTS WHO PREVIOUSLY APPLIED FOR THIS EXAMINATION DO NOT HAVE TO REAPPLY. YOUR APPLICATION HAS BEEN RETAINED ON FILE WITH THE OFFICE OF EXECUTIVE APPOINTMENTS. HOWEVER, YOU MAY CHOOSE TO SUBMIT AN UPDATED SOQ AND RESUME.

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Deputy Director, Office of Fiscal Services, the Associate Director, Office of Accounting Services is the principal policymaker for accounting operations in every institution, juvenile facility, camp, Community Correctional Facility, and parole office throughout the State. The Associate Director provides and directs the uniform implementation of statewide policies and procedures impacting accounting operations for the California Department of Corrections and Rehabilitation.

Duties include, but are not limited to:

- Develops and implements policies for accounting operations and procedural changes to address the operational needs of 33 adult institutions, 4 juvenile facilities, 44 juvenile and adult conservation/fire camps, 9 community correctional facilities, and approximately 190 parole offices and sub-offices located throughout the state.
- Provides consultative support to executive management regarding the administration of complex accounting operations; ensures accounting staff are regularly informed of new or changes to existing operational processes and procedures; coordinates and standardizes accounting operations to ensure consistent service to customers and stakeholders; and consults with various levels of departmental management and subordinate staff on a variety of accounting .
- Develops accounting strategies; monitors adherence to financial management practices, addresses and resolves sensitive financial issues; and implements departmental fiscal policies statewide. Ensures that all accounting operations are in compliance with CDCR's mission, values, goals, and vision. Plans, organizes, and evaluates the accounting activities of multi-disciplinary staff, determines training needs, and ensures appropriate training is administered in a timely manner. Directs and guides staff in providing timely and accurate accounting services, establishes operational policies and procedures for accounting services and consults with departmental management to resolve high level operational issues. Monitors the ongoing workload of accounting services to ensure goals and objectives are achieved.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

1. Broad and extensive experience in accounting and budget management, and program evaluation including the principles, practices, and methods of fiscal accountability.
2. Demonstrated leadership, flexibility, and judgment in managerial and program administration, financial management, and fiscal accountability.
3. Ability to analyze complex program issues or problems and develop recommendations to resolve the issues.
4. Experience which demonstrates the ability to interact and communicate effectively, both orally and in writing with executive management and control agencies.

5. Ability to develop and implement policies, perform major policy-influencing functions effectively, and contribute to the design and implementation of accounting strategies for a large department.
6. Demonstrated ability in planning, organizing, and directing a large multifaceted accounting program and ensuring successful functionality with stakeholders.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Associate Director, Accounting Services, CEA Level 2 vacancy. For further information regarding this position, please contact Tricia Girard at (916) 327-8033 or tricia.girard@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by June 13, 2011, to Tricia Girard, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 101-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: A safer California through correctional excellence.

Mission: We protect the public by safely and securely supervising adult and juvenile offenders, providing effective rehabilitation and treatment, and integrating offenders successfully into the community.